



## APPLICATION FOR ZONING AND LAND DEVELOPMENT

To be completed by Town staff:

Application date: \_\_\_\_\_ Application/Fee Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

### TYPE OF APPLICATION (CHECK ALL THAT APPLY)

ZONING	DEVELOPMENT PLANS		
<input type="checkbox"/> Zoning Change	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Concept Plan
<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Landscape Plan	<input type="checkbox"/> Building Elevations
<input type="checkbox"/> Planned Development	<input type="checkbox"/> Replat	<input type="checkbox"/> Civil Engineering Plans	
<input type="checkbox"/> Zoning Variance	<input type="checkbox"/> Subdivision Variance	<input type="checkbox"/> Other: _____	

### APPLICANT/PROJECT CONTACT

I hereby certify that the information in this application is true and correct to the best of my knowledge.

Name: (printed) \_\_\_\_\_

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

### PROPERTY OWNER

I hereby certify that the information in this application is true and correct to the best of my knowledge.

Name: (printed) \_\_\_\_\_

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

## PROPERTY DESCRIPTION

Project name: \_\_\_\_\_

Address or location: \_\_\_\_\_ Acreage: \_\_\_\_\_

Legal description: \_\_\_\_\_

Proposed subdivision name (if applicable): \_\_\_\_\_

Existing zoning: \_\_\_\_\_ Existing use(s): \_\_\_\_\_

Proposed zoning (if applicable): \_\_\_\_\_

## REVIEW FEES

REQUESTED APPROVAL	REVIEW FEE
Zoning Change	Less than one acre - \$250.00 One to less than five acres - \$450.00 Five acres or more - \$750.00
Special Use Permit	\$650.00
Variance	\$50.00
Plat	\$300.00
Site Plan	No fee at this time
Landscape Plan	No fee at this time
Civil Engineering Plans	No fee at this time
Traffic Impact Analysis	No fee at this time

APPLICATION DEADLINE 5:00 P.M.	PLANNING AND ZONING COMMISSION MEETING* 6:00 P.M.	CITY COUNCIL MEETING* 7:30 P.M.
December 19, 2014	January 20, 2015	January 27, 2015
January 16, 2015	February 17, 2015	February 24, 2015
February 13, 2015	March 17, 2015	March 24, 2015
March 20, 2015	April 21, 2015	April 28, 2015
April 17, 2015	May 19, 2015	May 26, 2015
May 15, 2015	June 16, 2015	June 23, 2015
June 19, 2015	July 21, 2015	August 11, 2015
July 17, 2015	August 18, 2015	August 25, 2015
August 14, 2015	September 15, 2015	September 22, 2015
September 18, 2015	October 20, 2015	October 27, 2015
October 16, 2015	November 17, 2015	November 24, 2015
November 13, 2015	December 15, 2015	January 12, 2016
December 18, 2015	January 19, 2016	January 26, 2016

\*All dates subject to change. Applicants or their representatives should plan to attend both meetings

DESCRIPTION OF REQUEST (ATTACH ADDITIONAL PAGES, IF NECESSARY)

## SUBMITTAL REQUIREMENTS

ALL APPLICATIONS must include the following:

- A completed application form with original signatures from the owner and applicant (if multiple approvals are requested in a single submittal, one application indicating all plans is sufficient)
- A legal description of the property (metes and bounds if unplatted; lot, block, subdivision name if platted)
- Application review fee, payable by check to the Town of Addison

SUBMITTAL DRAWINGS should be prepared as follows:

- 22" x 34" sheet size folded to 8 1/2" x 11" unless otherwise specified
- Blackline or blue-line prints
- Final submittals of zoning exhibits, plats/replats, site plans, and landscape plans should include
  - Electronic copy of each drawing in a common format (JPEG, TIFF, EMF, WMF, EPS), landscape orientation, at 8" high x 10" wide, with minimum 150 d.p.i. resolution

### ZONING CHANGE OR SPECIAL USE PERMIT

- Initial submittal  
All supporting zoning exhibits – 8 copies each of the following:
  - Conceptual site plan
  - Conceptual landscape plan
  - Building elevation drawings
  - Building floor plan(s)
  - Preliminary utility and drainage plans
  - Traffic Impact Analysis (TIA), if required (2 copies)
- Final submittal, incorporating staff comments  
Redline check set  
All supporting zoning exhibit – 16 copies

### VARIANCE

- Initial submittal  
Drawings that depict the nature and extent of the proposed variance – 8 copies  
Variance Criteria Checklist – 1 copy
- Final submittal, incorporating staff comments  
Drawings that depict the nature and extent of the proposed variance – 8 copies

### PLAT/REPLAT

- Initial submittal  
Proposed plat/replat – 6 copies  
Separate instruments for off-site easements; no signatures required – 2 copies  
Plat closure calculations, signed and sealed by a surveyor registered in the State of Texas – 1 copy  
Private covenants, conditions, and restrictions if there is a mandatory property owner's association to maintain certain improvements or common areas; no signatures required – 2 copies  
Certificate confirming that taxes from each taxing entity (County, Town, School District) are paid (see below) – 1 copy

- Final submittal, incorporating staff comments

Redline check set

Proposed plat/replat – 16 copies

Separate instruments for off-site easements, fully executed – 2 copies

Private covenants, conditions and restrictions if there is a mandatory property owner's association to maintain certain improvements or common areas, fully executed – 2 copies

Mylar copy of plat/replat with original signatures – 1 copy

Additional fees (pro rata, escrow, or other), if required

## CIVIL ENGINEERING PLANS

- Initial submittal—Bound set consisting of one copy each of the following – 5 sets

Cover sheet with index

Composite drawing overlaying the plat, site plan, and landscape plan on a single sheet

Water and sewer plans and profiles

Storm sewer plans and profiles

Drainage area maps (pre-and post-development), with drainage calculations

Grading plans

Paving plans

Erosion/stormwater protection plan and details

Standard construction detail sheets

- Final submittal, incorporating staff comments

Redline check set

Response to Town engineer's review comments (response/explanation to each item on the list provided)

Bound set of above plans – 2 sets

Traffic control plan, if required – 2 copies

## SITE PLAN

- Initial submittal

Proposed site plan – 8 copies

TIA, if required – 2 copies

- Final submittal, incorporating staff comments

Redline check set

Proposed site plan – 8 copies

## LANDSCAPE PLAN

- Initial submittal

Proposed site plan—2 copies

- Final submittal, incorporating staff comments

Redline check set

Proposed site plan—16 copies

**Tax Certificates:** State law requires that all taxes on a property being platted be paid prior to recording of the plat, including current year taxes though they are not yet past due. Certificates for all entities can be obtained by contacting the Dallas County Tax Office, 500 Elm Street, Dallas, TX 75202, 214-653-7811, except certificates for Carrollton-Farmers Branch ISD are available at 1445 N. Perry Road, Carrollton, TX 75006, 972-968-6106.

## BOARD OF ZONING ADJUSTMENT VARIANCE CRITERIA CHECKLIST

Texas law allows the Board of Adjustment to grant a variance to the requirements of the zoning ordinance if the variance would not be contrary to the public interest, and where literal enforcement of the ordinance would result in undue hardship due to special conditions (related to the property).

Will literal enforcement of the ordinance result in an unnecessary hardship? Explain below.

Is the hardship only financial or are there other non-financial hardships? Explain below.

Is the need for the variance created by the applicant (self-imposed)? Explain below.

Is there a unique condition related to the subject property that is not common to other properties in the area? If so, explain below.

If the variance is granted, will it result in conditions that are contrary to the public interest or negatively affect the public health, safety, and welfare? Explain below.